

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**



KAFB INSTRUCTION 36-501

10 JULY 1997

Personnel

REDUCTION IN FORCE (RIF)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-5, *Civilian Personnel Resource Management*, and explains the factors which determine the retention standing of competing employees and applies to all activities serviced by the Kirtland Air Force Base (KAFB) Civilian Personnel Flight (CPF).

SUMMARY OF REVISIONS

Adds a separate competitive area for Phillips Laboratory Demonstration Project scientific and engineering positions serviced by Kirtland Air Force Base Civilian Personnel Office.

- 1. References.** Title 5 Code of Federal Regulations, *Administrative Personnel*, Part 351.
- 2. Competitive Areas.** Competitive areas for all civilian employees serviced by the KAFB CPF are listed at Attachment 1.
- 3. Filling Vacancies.** Standard Forms 52 (SFs 52), *Request for Personnel Action*, received in the Affirmative Employment Section (DPCS) requiring reduction in force (RIF) action in Air Force activities will first be screened against SFs 52 currently in the CPF.
 - 3.1. Vacancies will be offered by the CPF in the following order:
 - 3.1.1. Same organization (two-letter office symbol within the 377th Air Base Wing; any office symbol within associate organizations). If more than one vacancy exists within the organization, management may select the vacancy to be used to place the affected employees.

3.1.2. If there is no vacancy within the same organization, the vacancies within the same command of affiliation (Air Education and Training Command (AETC), Air Force Materiel Command (AFMC), and so forth) will be used.

3.1.3. If a placement cannot be made as stated in 3.1.1 or 3.1.2, any established Air Force vacancy for which an SF 52 has been submitted will be offered in the same sequence.

3.1.4. Vacancies for which an SF52 has been submitted within non-Air Force activities will only be offered to Air Force employees based on their retention order.

3.2. SFs 52 received in DPCS requiring RIF action within the Defense Special Weapons Agency (DSWA) or other non-Air Force activities will first be screened against that activity's SFs 52 currently in the CPF. Vacancies will be offered by the CPF for these activities only within the organization. If two or more vacancies exist within the organization, management may select the vacancy to be used to place the affected employees.

3.3. Vacancies Within Air Force Activities. Vacancies for which an SF52 has been submitted within Air Force activities will only be offered to non-Air Force employees based on their retention order.

3.4. Positions Expected to Last More Than 90 Days. Positions expected to last for more than 90 days and are occupied by temporary appointees, reemployed annuitants or temporary promotees, or are pending establishment of registers are considered to be vacancies for RIF placement purposes and will be offered to eligible employees in the same sequence as above.

4. Imposed Hiring Restrictions. Vacancies with management imposed hiring restrictions, such as the Resource Advisory Working Group (RAWG), will not be used, but full and complete documentation furnished by the organization must be in the RIF backup file kept in DPCS. Vacancies identified as a critical military skill or unfavorable rotation index must be cleared through the local manpower office. These positions require approval of a waiver before offering the position to an employee in RIF.

5. Assignment Rights. If there is no placement opportunity within the same work schedule for an employee, either through an existing vacancy within the same work schedule or by displacing another employee within the same work schedule, then a vacancy may be offered to the employee in a different work schedule; that is, full-time to part-time or part-time to intermittent. This offer, however, does not constitute a valid offer and refusal will not negate the employee's entitlement to severance pay; pay or grade retention; or registration in the Department of Defense Program for Stability of Civilian Employment (stopper list).

6. Forms Prescribed. Standard Form 52 *Request for Personnel Action*

STEVEN J. WITT, Lt Col, USAF
Commander, 377th Mission Support Squadron

Attachment 1

COMPETITIVE AREAS

- AREA C PHILLIPS LABORATORY DEMONSTRATION PROJECT MISCELLANEOUS DUTY LOCATIONS** Includes all Phillips Laboratory Demonstration Project scientific and engineering positions with duty locations other than Albuquerque, New Mexico. Competitive area is a 35-mile radius of duty station.
- AREA D PHILLIPS LABORATORY DEMONSTRATION PROJECT** Includes all Phillips Laboratory Demonstration Project scientific and engineering positions located at Kirtland AFB.
- AREA F MISCELLANEOUS DUTY LOCATIONS** Includes all Air Force locations of fewer than 5 authorized positions. Competitive area is a 35-mile radius of duty station.
- AREA G ALBUQUERQUE, NEW MEXICO** Includes all employees serviced by the Kirtland AFB CPF assigned to the Field Command (FC) DSWA with duty stations within 35-mile radius of Albuquerque, New Mexico.
- AREA I CAMP MERCURY, NEVADA** Includes all duty stations of FCDSWA within 75-mile radius of Camp Mercury, Nevada
- AREA L UNITED STATES ARMY COMMAND** Includes all employees serviced by the Kirtland AFB CPF assigned to the Army functions with duty stations within 35-mile radius of Albuquerque, New Mexico.
- AREA M ALBUQUERQUE, NEW MEXICO** Includes all Air Force employees serviced by the Kirtland AFB CPF and excludes FCDSWA and US Army Command employees with duty stations within 35-mile radius of Albuquerque, New Mexico.
- AREA 5 MISCELLANEOUS DUTY LOCATIONS** Includes all FCDSWA locations with fewer than 5 authorized positions. Competitive area is a 35-mile radius of duty station.
- AREA 6 MISCELLANEOUS DUTY LOCATIONS** Includes all Army locations with fewer than 5 authorized positions. Competitive area is a 35-mile radius of duty station.